

## NOTICE OF VACANCY

Clark County Sheriff's Office  
Public Safety Building  
120 S. Fountain Ave.  
Springfield, Ohio 45502

---

Position Title:	Registered Nurse or Licensed Practical Nurse
Location/Department:	Clark County Sheriff's Office/Jail Medical Department
Supervisor:	John Washburn
Compensation:	Registered Nurse: Starting \$19.95 per hour, top step \$25.46 per hour. Licensed Practical Nurse: Starting \$17.55 per hour, top step \$22.40 per hour. Full benefits package included.
Classification:	Full time, Union, non-exempt
Date Issued:	5/20/2013
Application Deadline:	6/20/2013

*Instructions:* Applicants interested in the above named position are to submit an employment application, resume and letter of interest to the Clark County Sheriff's Office, 120 S. Fountain Ave., Springfield, OH 45502, fax to (937) 328-2515, or email [bhunt@clarkcountyohio.gov](mailto:bhunt@clarkcountyohio.gov). Applications may be obtained in the Sheriff's office. Applicants needing accommodation in completing this application, please contact the County Sheriff's Office at (937) 521-2051 or T.D.D. (937) 328-2560.

---

### **SUMMARY**

Provides prescribed medical treatment and personal care services to incarcerated, ill, injured, and/or disabled persons in a correctional facility setting. The Clark County Jail is a maximum security facility, housing approximately 175 plus prisoners with various lengths of stay.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Exhibits high level of critical thinking skills.
2. Maintains medical offices to conform to security and correctional health care standards and procedures, as prescribed by the Sheriff and the Bureau of Adult Detention.
3. Maintains confidentiality and security measures of the Clark County Sheriff's Office.
4. Takes and records patients' vital signs and renders the appropriate aid.
5. Applies compresses, ice bags and hot water bottles, etc.
6. Observes patients and documents reactions to medication or treatment.
7. R.N. does IV medication administers when ordered, administers specified medications, orally or by subcutaneous or intramuscularly injection, and notes time amount on patients' charts.
8. Collects samples, such as urine, blood, and sputum, from patients for testing.
9. Sterilizes equipment and supplies and maintains sanitary conditions.
10. Examines food trays for prescribed special diets.
11. Conducts medication rounds and medical evaluations, as required by the Minimum Jail Standards. Using the "Five Rights," right patient, right medicine, right dose, right route and right time.
12. Check incoming prisoners for health problems or serious injuries.
13. Monitor "high risk" inmates, i.e., intoxicated, suicidal, violent, etc.
14. Complete Inmate Health Appraisals, as required by the Bureau of Adult Detention.
15. Assist with physician "sick call" and perform duties required by the physicians.
16. Document and chart all treatment rendered.
17. Update medical files and departmental paperwork.
18. Must exhibit high moral and ethical standards.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

**PREFERRED EDUCATION and/or EXPERIENCE:**

Bachelor's degree (B.A.) from four-year college or university preferred and /or one to two years related nursing experience and/or training; or equivalent combination of education and experience.  
Registered Nurse preferred, however we may consider a Licensed Practical Nurse.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to do dosage cal, or required to give correct patient medications

**CERTIFICATES, LICENSES, REGISTRATIONS**

1. Valid and current State of Ohio Registered Nurse License, plus any updates.
2. Valid L.P.N. license.
3. Valid and current State of Ohio Operators License.
4. Valid and Current CPR certification
5. Documented and demonstrated academic achievement.
6. Must be able to maintain all certifications needed to perform this job.

**BLOOD AND VIRAL PATHOGEN RISK:**

( ) Minimal Risk                      (X ) Foreseeable Risk

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Jump/climb/crawl
2. Lift/ drag/ carry 25 lbs.
3. Bend/Squat.
4. See at a normal range or with accommodation (Tolerate sight of severe body trauma.)
5. Hear at a normal level or with accommodation.
6. Sit for long periods of time.
7. Stand for long periods.
8. Walk/Run.
9. Speak English understandably.
10. Sense of smell (tolerate strong odors.)
11. Manual dexterity.
12. Ambulate independently.

13. Recognize colors.

14. Physical agility.

**ENVIRONMENTAL CONDITIONS:**

1. Physical acts requiring strength and endurance may be required.
2. Works during inclement weather.
3. Involves exposure to dangerous and sometimes life threatening situations, events or person.
4. Subject to call 24 hours.
5. Some exposure to morbid scenes involving the human body

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is exposed to outside weather conditions. The noise level in the work environment is usually low to moderate.

AN EQUAL OPPORTUNITY/ADAAA COMPLIANCE EMPLOYER, M/F V/H